



Office of Thrift Supervision

The Office of Thrift Supervision (OTS) is the U.S. government agency that is responsible for the federal chartering, regulation, and supervision of the thrift industry within the United States.

Accomplishing this responsibility requires integrity, commitment, intelligence and a great deal of teamwork. The OTS offers interested candidates the challenges of working with the issues and operational changes facing the thrift industry as a result of recent market, statutory and regulatory developments. Thrifts, as well as other financial institutions, are broadening the range and increasing sophistication of their products and services. Technological changes in communications and information processing is changing the way thrifts and other financial institutions conduct their business. These changes involve exciting, complex and cutting-edge issues in finance, community development and regulation.

The goals of the OTS are to:

- Improve the availability of credit and other financial services by encouraging safe and sound lending and investment in, and service to those areas of greatest need;
- Maintain competitiveness of the thrift industry to ensure its safety and soundness;
- Provide exceptional service to all major groups with whom we interact, including the thrift institutions regulated by the OTS and members of the public that deal with those thrift institutions, to make government more responsive.

A REWARDING CAREER AS AN EXAMINER

The OTS requires the hard work and commitment of a diverse staff to supervise the thrift industry. The majority of the OTS workforce is comprised of examiners. Examiners have the challenging opportunity to work with all levels of thrift management to conduct comprehensive on-site reviews and analyses at a wide range of thrift institutions, their holding companies and their affiliates. Examiners determine compliance with

OTS policies and procedures as well as applicable federal and state laws and regulations that are designed to ensure the industry's financial safety and soundness and its fair service to all.

Examiners determine whether a thrift is engaging in unsafe or unsound practices or violations of law and regulation. They also assess the adequacy of internal controls, procedures and thrift management. Following their assessment, examiners write comments and analyses for inclusion in reports of examination. They also meet with institution management, including Boards of Directors, to discuss their findings.

The OTS offers career opportunities at both the entry and experienced levels. Because we regulate such a dynamic industry, it is critical that our employees possess the latest knowledge and skills; and we consider training to be a priority at OTS. Entry-level examiners are provided in-depth training, both classroom and on the job, to prepare them for increased responsibility. Mentors, who are experienced examiners, help plan and guide the development of new examiners during their first year. This training leads to designation as a Commissioned Thrift Examiner (CTE). To obtain this status, Examiners must successfully complete the OTS CTE Program.

This program determines if an individual has the requisite knowledge, skills and abilities to lead examinations of thrift institutions. Upon completion of training, examiners may serve as core safety and soundness examiners or move into such examination specialty areas as: trust, capital markets, information systems, and compliance.

Experienced examiners are highly encouraged to continue their professional development and to update their technical skills by taking advantage of OTS's advanced internal training as well as approved external training.

Examiners are located nationwide in most major cities across the nation and report to a regional office. Regional offices are located in the following cities: Jersey City, New Jersey; Atlanta, Georgia; Dallas, Texas and San Francisco, California. Each examiner is provided the tools necessary to complete assignments using state of the art technology, laptop computers and information data systems.

EXAMINER JOBS

Safety and Soundness Examiners

Safety and soundness examiners are the largest group of examiners at OTS. They participate in a wide range of analytical activities, evaluating the safety and soundness of the institutions they supervise. The scope of an examination may include financial and management operations of the thrift institutions, their holding companies and their affiliates for compliance with OTS, Federal and state policies and laws. Safety and soundness examiners review every phase of thrift activities or may focus on special areas of operations. Safety and soundness examiners may also be involved in evaluating the compliance and Community Reinvestment Act areas of smaller or less complex thrift institutions. All OTS examinations are designed to determine the condition and performance of thrifts, the quality of their operations and the ability of management to ensure compliance with laws and regulations.

Compliance Specialists

Analyze and review lending policies and procedures of complex thrift institutions to determine compliance with consumer protection laws and evaluate Community Reinvestment Act performance. Compliance specialists analyze demographic information, perform financial

analysis and review loan application registers, data reports, audit programs and loan file results to identify trends and discrepancies and assess institution records in meeting credit needs of delineated communities.

Information Technology Examiners

Evaluate technology and information systems of thrift institutions and third party providers to identify major management, operations, programming and audit risks and exposure and ability to operate in a secure environment.

Capital Markets Examiners

Assess investment portfolio strategy, policies, practices, position, and risk, as carried out in individual thrift associations. These examiners review credit, liquidity and operational risks resulting from an institution's participation in risk markets.

Trust Examiners

Evaluate trust activities of thrifts for compliance with regulatory and supervisory policies and procedures regarding fiduciary activities. These examiners deal with issues such as adherence to fiduciary standards, conflict of interest, and accuracy of books and records.

COMPREHENSIVE TRAINING PROGRAM

The Office of Thrift Supervision provides you, as an examiner, with a variety of educational and training opportunities to enhance your knowledge, skill and effectiveness.

Training for entry-level examiners consists of on-the-job experience and formal classroom course work and takes approximately 4 to 5 years to complete. At the end of the training program, you will become a Commissioned Thrift Examiner (CTE). To become a CTE, you will need to learn and demonstrate your ability to use skills relating to the entire examination process, including technical, oral and written communication, negotiation and presentation skills.

During your on-the job training, you will perform duties both on-site in thrift institutions and off-site in other locations. You will be assigned a mentor who will provide guidance to you and ensure that you receive exposure to the wide range of activities and analyses that make up an examination. Formal class work is also part of the training for new examiners. Examiners attend a series of classes sponsored by OTS and include joint sessions with other financial regulators.

Upon successful completion of your training program, you will receive certification as a Commissioned Thrift Examiner (CTE). Commissioning will qualify you to serve as an Examiner-in-Charge and sign the reports of examination. Commissioning is necessary for advancement and allows you to pursue interests in specialty examination functions such as compliance or information technology and management positions within OTS.

Training for experienced examiners consists of enrollment in continuing education classes to broaden knowledge stay abreast of changes in the technology and maintain their commissioned status. OTS also offers management development and leadership programs for those interested in pursuing careers outside the technical track.

WORK ENVIRONMENT

Flexibility, teamwork and oral and written communication skills are critical to the success of examiners. As an examiner, you will work as part of a team and routinely interact with thrift personnel as well as your own team members. You must be flexible enough to adapt to changing

locations and settings as sometimes you may be working in an executive boardroom and at other times, you may find yourself in a basement, sharing a table with your colleagues. You must also be willing to keep up to date with a changing industry, learning new products and meeting new challenges.

OTS supervises thrifts in all 50 states, as well as in Puerto Rico, the Virgin Islands and Guam. As a result, our examiners are often required to travel to our thrifts. On average, examiners engage in overnight travel more than 50% of the time. Most travel is for three or four nights at a time, generally to locations more than 50 miles outside the area to which the examiner is assigned.

Specialty examiners (compliance, trust, information systems, capital markets) travel on average more than 75% of the time. The amount of travel required varies according to region and the location of the examiner's permanent assignment. Examiners receive reimbursement for travel expenses.

OTS encourages telecommuting when appropriate and efficient to the completion of an examiner's work. With a supervisor's approval, examiners

may be authorized to work from home for a day or more, depending on the assignment.

OTS is committed to ensuring that its employees have access to the most up to date technological tools possible. All examiners are issued a laptop computer, complete with Microsoft Office Suite programs, Internet access and the customized programs and tools necessary to perform your job.

BASIC QUALIFICATIONS

Entry Level Examiners

You qualify as an entry-level examiner if you have an undergraduate degree in accounting, banking, business administration, commercial or banking law, economics, finance, marketing, or other related fields.

OR

You have three (3) years of experience that provided you with knowledge of accounting or auditing principles. Examples of such experience include work in a savings or commercial bank reviewing and approving loan applications; accounting or auditing work in a thrift institution; or experience reviewing, analyzing and approving investments in a financial institution.

OR

You have a certificate as a Certified Public Accountant (CPA) obtained through written examination in a state, territory or the District of Columbia.

Experienced Examiners

If you have a business-related master's degree or additional experience as a thrift officer, financial officer, financial institution regulator, bank accountant or auditor, or similar experience, you may qualify for a higher-level examiner position.

United States citizenship is required for all positions.

ADDITIONAL KNOWLEDGE AND SKILLS REQUIRED

Along with the education and experience requirements described above, you should have:

- Knowledge of the principles and theories of finance, accounting and economics.
- Strong interpersonal skills.
- Effective written and oral communication skills.
- Analytical skills related to the review of various financial statements and relevant loan and investment documentation.
- Ability to work as part of a team.

CAREERS IN MAJOR CITIES

Examiners are assigned to a duty location within one of four regions. Regional offices are located in major metropolitan areas. The following is a list of OTS's regional offices.

Northeast Region (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, West Virginia, Vermont)

**10 Exchange Place, 18th Floor
Jersey City, NJ 07302**

Southeast Region (Alabama, District of Columbia, Florida, Georgia, Illinois, Indiana, Maryland, Michigan, North Carolina, South Carolina, Virginia Puerto Rico, Virgin Islands)

**1475 Peachtree Street, N.E.
Atlanta, GA 30309**

Midwest Region (Arkansas, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, Oklahoma, Tennessee, Texas, Wisconsin)

**225 East John Carpenter Freeway, Suite 500
Irving, TX 75062**

**West Region (Alaska, Arizona, California
Colorado, Idaho, Hawaii, Montana, Nevada,
New Mexico, North Dakota, Oregon, South
Dakota, Utah, Washington, Wyoming, Guam,
Northern Mariana Islands)**

**Post Office Box 7165
San Francisco, CA 94014**

COMPETITIVE SALARIES

The Office of Thrift Supervision has a very competitive merit pay compensation program. It is based on labor market salaries for similar positions. The opportunity to advance to higher-level positions is excellent depending upon work performance and ability to assume more responsibility. All pay increases are based on individual performance.

OUTSTANDING BENEFITS

OTS is pleased to be able to offer its employees a generous benefits program. The OTS, at no cost to its employees, pays for many benefits while others are subsidized by the agency. Among the benefits you receive as an OTS employee are:

- Enrollment in the Federal Employees Retirement System
- Thrift Plan contribution opportunities with agency matching funds (both Federal and private plans)
- Pre-tax Health and Dependent Care Program with agency contribution
- Life insurance with basic cost paid by the government
- Health insurance with cost shared by the government
- Thirteen paid sick leave days annually
- Ten paid holidays per year
- Thirteen paid days of vacation for the first 3 years of federal service, increasing to 20 days for 3 to 15 years of service, and 26 days for 15 years of federal service and greater
- Sick leave options for birth, adoption and foster care needs
- Long Term Care insurance
- Alternative Work Schedules
- Telecommuting Opportunities
- Military leave with full pay for annual reserve training
- Long Term Disability Insurance
- Business Travel Accident Insurance
- Employee Assistance Program
- Personal hard drive for use in your OTS laptop

HOW TO APPLY

Positions at OTS are filled through a competitive process and are announced on the Office of Personnel Management (OPM) website. This website can be found at

<http://www.usajobs.opm.gov>.

Announcements are also posted on the OTS website at <http://www.ots.treas.gov>.

Specific application procedures are described in each vacancy announcement. You may apply for positions by submitting one of the following application forms:

1. *Optional Application for Federal Employment (OF 612)*. A downloadable form may be obtained from the OTS Website, <http://www.ots.treas.gov> or from the Office of Personnel Management (OPM) WEBSITE: USAJOBS at <http://www.opm.gov>
2. *Resume*. Resumes may be electronically completed and submitted to OTS through the OPM website: USAJOBS at <http://www.usajobs.opm.gov>. Your resume must contain the following information:

Announcement number, and title and grade of the job

Personal Information

- Full name, mailing address and day and evening phone numbers
- Social Security Number
- Proof of veterans' preference, if applicable
- Salary History

Education

- High school - name, city, state and date of diploma or graduate equivalent diploma
- Colleges or universities - name, city, state major course of study, type and date of any degrees received

Other Qualifications

- Work experience, including amount of time worked at each position
- Job-related skills
- Job-related certificates and current licenses
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, and public speaking.

For most entry-level examiner positions you will be asked to complete special forms that address the knowledge, skills or abilities (KSA) required for the position. Information on completion and submission of these forms is described in the vacancy announcement.

OPPORTUNITIES FOR DISABLED

OTS is firmly committed to providing employment opportunities for individuals with disabilities. Whenever feasible, OTS will provide reasonable accommodations necessary for successful performance.

OTS utilizes special appointing authorities provided by the Office of Personnel Management to employ individuals with disabilities. Eligible applicants should indicate on their applications that they are applying for consideration under the special appointing authority for disabled individuals and attach a certification statement from the State vocational rehabilitation counselor or the Department of Veterans Affairs Vocational Rehabilitation Officer.

Additional information on the application process or location of positions can be obtained from the Human Resources Division:

Office of Thrift Supervision
Human Resources Division
1700 G Street N.W.
Washington, D.C. 20552
202-906-6061

DIVERSITY

OTS values and embraces the contributions and ideas generated by its diverse and talented workforce. In order to encourage diversity, OTS seeks support from outreach groups and organizations in its recruitment program and continues to expand culture awareness among staff through Special Emphasis programs.

Additional information regarding the mission and function of the OTS may be obtained by visiting our Internet Website <http://www.ots.treas.gov>.

***OTS IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER***